



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	August 27, 2015	Closing Date:	September 10, 2015
Job Title:	District Court Clerk I/II – Civil	Position Type:	Regular Full-time
PIN:	000543	FLSA Status:	Non-Exempt
Location:	District Court for Baltimore County Towson, Maryland	Grade/Salary:	J5 \$28,973 - \$34,289 J6 \$30,761 - \$36,447
		Financial Disclosure:	No

Essential Functions: This position is responsible for specialized clerical work in the Civil Section of the District Court. The position requires that all essential duties assigned are performed both promptly and accurately. The District Court Clerk I/II receives moderate supervision after the initial training and orientation, has specific and measured assigned duties, and will be expected to learn all duties in the Civil section. Processes a minimum of 50 cases per day which are entered into the computer. Prints and submits writs of summons to appropriate parties. Prepares garnishments and ensures all necessary documents are complete and accurate in accordance with established court procedures. Sends out paperwork for service of legal process via the Sheriff's Office, Constable's Office, private process or certified mail. Enters and files return of service documents. Processes judge rulings on Request for Judgment documents. Assists the public, attorneys and court personnel in person and by phone. Performs other essential functions as required.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of modern office practices, procedures systems and equipment required to support the assigned unit. Knowledge of alpha and numeric filing systems. Ability to learn and utilize basic legal terminology, standard legal forms and documents used in the Maryland District Courts. Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person, in writing and on the telephone. Ability to cross train in other areas. Ability to learn and apply specific court related software applications. Ability to exercise tact and understanding in stressful situations. Ability to follow instructions. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.